



**Library of
Michigan**

Department of History,
Arts and Libraries

2003 BEGINNING WORKSHOP

June 1-6, 2003

North Central Michigan College, Petoskey

This week-long introduction to public librarianship covers organization of library materials, reference, administrative policies, library law, cataloging and selection, public relations, children's services and much more.

Registration (\$125) includes all meals, break refreshments, materials and special events.

Registration is limited to 72 participants; priority will be given to personnel in public libraries who must receive a Level VII Certificate of Library Experience in order to meet state aid requirements. Qualified attendees who complete this workshop (full attendance for 6 days is required) may earn a Level VII Certificate of Library Experience.

The workshop begins Sunday at 3:00. Monday-Thursday consists of an 8:00 a.m. - 5:00 p.m. schedule with occasional evening presentations and special events. Friday's schedule will conclude by 2:00 p.m.

For more information call Karrie Waarala at (517) 373-3746 or Jenn Houseman at (517) 373-1580.

- ▲ **Use registration form on reverse side**
- ▲ **All participants must pay at time of registration**
- ▲ **Registration and payment deadline is May 1, 2003**



REGISTRATION FORM FOR THE 2003 BEGINNING WORKSHOP

Name _____ Preferred name on nametag _____

Social Security Number (last 4 digits) _____

Mailing address _____

Street

City

Zip Code

Employing library _____

Library address _____

Street

City

Zip Code

Date employed _____ Library Phone: (_____) _____

E-mail _____ Home Phone: (_____) _____

May we use your home telephone number and address (if provided above) on the list of participants that is mailed to all registrants? Yes ☐ No ☐

All meeting rooms, food services and other public areas of the North Central Michigan College facilities are non-smoking areas.

Do you have any special dietary needs or accessibility requirements, such as large-print materials, interpreter services, etc? Please explain _____

☐ Vegetarian meals ☐ Other _____

In keeping with Library of Michigan policy we will give first priority to those public library staff members who must take this workshop to meet state-aid requirements. Consideration is then given to those on last year's waiting list.

Enclose a check for \$125.00 payable to **State of Michigan/Library of Michigan**. Please complete this form and return with payment by May 1, 2003.

Library of Michigan
Department of History, Arts and Libraries
702 West Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909

- ▲ You will be sent maps and detailed information about location, parking and workshop materials along with confirmation of your registration. No refunds will be given after May 23, 2003.
- ▲ Reservations and payment for hotel accommodations are the responsibility of the individual participants. The Library of Michigan has arranged for group rates at the Best Western in Petoskey. For reservations, call (231) 347-3925 and tell them that you are with the Library of Michigan group. For other hotel options, see the enclosed information sheet.



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